



Cultural Affairs Assistant (Auckland)

The Embassy of the United States of America in New Zealand invites applications for a full time Cultural Affairs Assistant position at the Consulate General in Auckland.

If you are a professional who is driven, flexible and enjoy working in a busy consulate environment, then this position is for you! Working in an organization with very low employee turnover, this stable, secure Cultural Affairs position is a permanent, full-time vacancy. The Cultural Affairs Assistant oversees the U.S. Cultural Affairs program for the Auckland Region. S/he will develop and maintain contacts within a variety of diverse non majority communities and will be the primary contact and advisor on public opinion and issues of concern to the United States within these communities.

To be successful in the role you will have a minimum of 1-2 year's experience dealing with a cross section of ethnic and non majority groups in New Zealand, in the field of cultural program development, with an emphasis on planning and promotion of cultural programs and exchanges – through traditional formal group presentations and social media.

You must have exceptional customer service skills, an ability to develop and maintain key contacts within relevant cultural sectors, institutions and organizations in Auckland and the surrounding areas. Knowledge and ability to work with social media such as Facebook, Twitter, and flickr, etc is essential. A valid driver's license is required to be considered for this position.

The starting salary for this position is \$60,582 per annum, with some special benefits e.g. both U.S and New Zealand Holidays - a total of 20 days; 8.7% contribution by the employer to employee's retirement; overseas training opportunities (Washington DC, Bangkok etc) and travel opportunities throughout Auckland and surrounding region and occasionally to Wellington.

You must have a current valid work permit to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html

If you meet all the eligibility criteria for this role, please complete and submit your application form, covering letter and CV to Wellington.HR@state.gov

Please address correspondence to: HR Office, Embassy of the U.S.A., P.O. Box 1190, Wellington 6140.

Applications close at 5pm on Thursday August 2, 2012.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.